25. Voucher Reconciliation

Vouchers are issued in a similar fashion to checks. Vouchers are issued as semi-monthly documents meaning that the [monthly] food prescription is allocated across multiple instruments. The number of vouchers that are issued are determined by the Agency. The Agency will determine how each food item distributed to participant based on the WIC Category of the Participant, the maximum Quantity of each food item to distribute, the maximum Quantity to issue per voucher and the distribution rule for each food item. For example, a contract formula item will be set up to print on a voucher by itself so that the system can determine the rebate dollar amount for the formula (if applicable). This would be the same for any rebate item such as Infant Juice or Cereal. The food item configuration takes place on the Food Item Wizard in the Reference Utility application.

Vouchers are used by the participant to redeem food items from an approved WIC Vendor. The participant redeems the voucher for food items listed on the voucher. The participant may not substitute items or exceed the designated quantities listed on the voucher. If the participant does not redeem the voucher in full the balance of the voucher is forfeited.

Vendors submit vouchers to the State Agency for payment. The State Agency reconciles the voucher against the attached receipt and compares the amounts charged for the items to the corresponding pricing information for the Vendors peer group. The Agency then determines what portion of the amount, also referred to as the presentment amount to allow (pay) or disallow (not pay). Once this reconciliation process is complete the Agency then issues a check for the allowed amount to the Vendor.

During the reconciliation process Vendor Specialists use the software to enter vouchers into the system. These vouchers are grouped into batches. From batches, the Specialists produce Vendor Billing Statements that are sent to accounting. Accounting drafts payment in the form of a check to the Vendor and returns the check to the Specialist. The Specialist then updates the batch to include the payment information and sends the check to the Vendor. Typically this process takes 2 to 3 days.

25.1 Navigation

The following interfaces are provided in support of this process.

Error! Objects cannot be created from editing field codes.

25.2 Locate Batch

The Locate Batch dialog is invoked from the Manage Vouchers menu item on the Vendor List menu of the Vendor List and Search window. This dialog allows the user to either locate a batch or create a new batch.
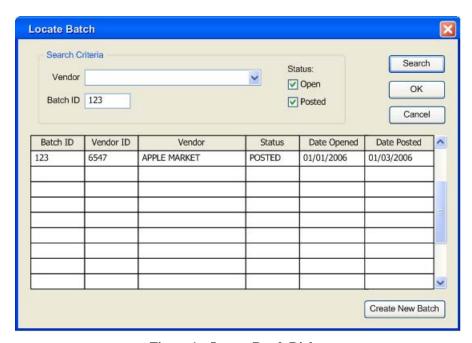

Figure 1 – Locate Batch Dialog

25.2.1 Controls

This section describes the behavior of the controls on the Locate Batch dialog.

25.2.1.1 Vendor Name Dropdown

This drop down list allows the user to select a specific vendor to be located. Only one vendor may be selected. The control includes a listing of all vendors in the system. The list is ordered alphabetically.

25.2.1.2 Batch ID Text Box

This text box allows the user to enter a specific batch number to locate. The control accepts numeric values and has a maximum length of 10.

25.2.1.3 Status Check Boxes

The status checkboxes allow the user to indicate if open and/or posted batches are to be included in the search

25.2.1.4 Search Button

This button invokes the search using the specified criteria.

25.2.1.5 OK Button

This button dismisses the dialog. If a batch is selected in the list, the selected batch is displayed using the Batch dialog

25.2.1.6 Cancel Button

This button dismisses the dialog.

25.2.1.7 Search Results List

The search results list displays the batches matching the specified criteria. The result list displays the following columns.

- Batch ID
- Vendor ID
- Vendor [Name]
- Status
- Date Opened
- Date Posted

The description for Status will display the ReferenceDictionary.Description where the ReferenceDictionary.Category = 'VOUCHERBATCHSTATUS'.

25.2.1.8 Create New Batch Button

This button displays the Batch dialog.

25.2.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Locate Batch dialog.

25.2.2.1 Initializing the Interface

Upon initial presentation of the dialog:

- No item is selected in the vendor drop down list
- The batch id text box is empty
- The Open checkbox is selected and the Posted checkbox is unselected.
- All buttons are enabled
- The search result list is empty.

25.2.2.2 Search

To search for a batch the user enters any combination of criteria and presses the search button. The search will display all batches matching the specified criteria. If the user does not specify any criteria, all batches will be displayed in the results list.

The search is performed against the VoucherBatch table.

25.2.2.3 Selecting a Batch

In order to select a batch the user can either double-click on an item in the search results list or highlight the item and then press the OK button. Selecting a batch will display the selected batch using the Batch dialog.

25.2.2.4 Creating a New Batch

The user can create a new batch by pressing the Create New Batch button. Pressing this button will display the Batch dialog..

25.2.2.5 Cancel

Pressing the Close button will dismiss the dialog.

25.3 Batch

The Batch dialog allows the user to work with the information associated with a specific batch. The dialog is invoked from the Locate Batch dialog. The dialog can be displayed in add, edit, or view mode.

- Add mode is used when adding a batch. This mode is set when the user opts to create a new batch from the Locate Batch dialog.
- Edit mode is used to edit an open batch. This mode is set when the user selects an open batch from the Locate Batch dialog.
- View mode is used when reviewing a batch that has already been posted. This mode is set when the user selects a posted batch from the Locate Batch dialog.

Figure 2 – Locate Batch Dialog

25.3.1 Controls

25.3.1.1 Stamp Number

This text box allows the user to enter the vendors stamp number. The control accepts alphanumeric values and has a maximum length of 10.

25.3.1.2 Vendor ID

This text box allows the user to enter the vendors ID. The control accepts alphanumeric values and has a maximum length of 10.

25.3.1.3 Vendor [Name]

This drop down list allows the user to select the vendor by name. Only one vendor may be selected. The control includes a listing of all vendors in the system. The list is ordered alphabetically.

25.3.1.4 Status

This label displays the status of the batch. The batch is either open or posted. It will display all ReferenceDictionary.Description where the ReferenceDictionary.Category = 'VOUCHERBATCHSTATUS'.

25.3.1.5 Date Opened

This label displays the date on which the batch was opened. The date opened is the date the batch was created. The date will be displayed using the MM/DD/YYYY format.

25.3.1.6 Date Posted

This label displays the date on which the batch was posted. The date will be displayed using the MM/DD/YYYY format.

25.3.1.7 Number of Vouchers

This label displays the number of vouchers in the batch.

25.3.1.8 Total Presentment

This label displays the total presentment amount of all the vouchers in the batch.

25.3.1.9 Total Payment

This label displays the total amount to be paid for all vouchers in the batch.

25.3.1.10 Date of Check

This calendar control allows the user to enter the date on the check being sent to the vendor. The date will be displayed using the MM/DD/YYYY format.

25.3.1.11 Check Number

This text box allows the user to enter the number on the check being sent to the vendor. The control accepts numeric values and has a maximum length of 10.

25.3.1.12 Amount Paid

This text box allows the user to enter the amount on the check being sent to the vendor. The control accepts numeric values and has a maximum length of 10. The value will be displayed using a currency format.

25.3.1.13 Vouchers

This single selection list displays the vouchers that included in the batch. Vouchers are displayed in the order in which they are added to the list. The list displays the following columns.

- Voucher No.
- State WIC ID
- Participant [Name]
- Presentment Amt
- Amt to Pay

Search for the associated food instrument issuance where the voucher number entered is equal to the Serial No and the ProgramCode=0 (WIC) and the DeliverySystemType=V. Add the batch ID if there is an associated entry in the voucher reconciliation

25.3.1.14 Add [Voucher]

This button allows the user to add a voucher to the batch using the Voucher dialog. This button will be enabled when a vendor has been selected. (See Selecting a Vendor in the processing section below.)

25.3.1.15 Edit [Voucher]

This button allows the user to edit the voucher selected in the list using the Voucher dialog. This button will be enabled when an item is selected in the Vouchers list.

25.3.1.16 Delete [Voucher]

This button allows the user to delete the selected voucher from the list. This button will be enabled when an item is selected in the Vouchers list.

25.3.1.17 Print Billing Statement

This button allows the user to print the Vendor Billing Statement. This button will be enabled when a vendor has been selected. (See Selecting a Vendor in the processing section below.)

25.3.1.18 Post Batch

This button allows the user to post the batch. This button will be enabled when a vendor has been selected. (See Selecting a Vendor in the processing section below.)

25.3.1.19 OK

This button allows the user to save the batch and subsequently dismiss the dialog.

25.3.1.20 Cancel

This button dismisses the dialog.

25.3.2 Processes

25.3.2.1 Initializing the Interface

The interface can be displayed in add or edit mode. The following actions occur during initialization:

- The Vendor drop down list is populated with a list of all enrolled vendors from the VENDOR table in the database.
- All buttons are enabled
- In add mode
  - The Stamp Number, Vendor ID, and Vendor controls are cleared.
  - The Status is set to OPEN
  - The Date Opened which is set to the current system date.
  - The Number of Vouchers is set to 0
  - The Total Presentment is set to $0.00
  - The Total Payment is set to $0.00
  - The focus is placed on the Stamp Number
- In edit mode
  - The Stamp Number, Vendor ID, and Vendor controls are set and locked.
  - The Vouchers list is filled with all vouchers from the BATCH_VOUCHER table that have been added to the batch.
  - The Number of Vouchers is set to the count of vouchers in the voucher list.
  - The Total Presentment is set to total dollar value of each presentment amount in the voucher list.
  - The Total Payment is set to total dollar value of each payment amount in the voucher list.
  - The focus is placed on the Date of Check

25.3.2.2 Selecting a Vendor

In order to select a vendor the user can enter a stamp number, enter a vendor id, or select a vendor from the drop down list.

- If upon loosing focus the stamp number is valued the dialog will value the vendor id and select the vendor from the list. If the value provided is not recognized as a valid stamp number. The dialog will display the error message: "Invalid stamp number." Once the user has dismissed the error message the dialog will place the focus on the stamp number control, select its contents, and clear the vendor id and vendor drop down list selection.
- If upon loosing focus the vendor id is valued the dialog will value the stamp number and select the vendor from the list. The dialog will display the error message: "Invalid vendor id." Once the user has dismissed the error message the dialog will place the focus on the vendor id control, select its contents, and clear the stamp number and vendor drop down list selection.

- If upon loosing focus a vendor is selected from the list the dialog will value the stamp number and vendor id.

25.3.2.3 Adding a Voucher to the Batch

Pressing the Add button allows the user to add a voucher to the vouchers list using the Voucher dialog. Upon returning from Voucher dialog the added voucher will appear at the bottom of the list.

25.3.2.4 Editing a Voucher in the Batch

Pressing the Edit button allows the user to edit the voucher selected in the list using the Voucher dialog. Upon returning from Voucher dialog the item in the list is updated accordingly.

25.3.2.5 Deleting a Voucher from the Batch

Pressing the Delete button allows the user to delete the voucher selected in the list. Prior to deleting the selected voucher from the list the dialog displays the following confirmation message: "You are about to delete the selected voucher from the list. Do you wish to continue?" Pressing the Yes button will then delete the voucher from the list.

25.3.2.6 Printing the Vendor Billing Statement

Pressing the Print Billing Statement button will print the Vendor Billing Statement. Prior to printing the statement the dialog will prompt the user to select the appropriate printer. The print selection will default to the report printer selected in the user's profile.

25.3.2.7 Posting the Batch

Pressing the Post batch button will update the status of the batch to POSTED. Once the batch is posted it can no longer be edited. Prior to posting a batch the following edits are performed:

- If a Vendor ID is not selected, the system will display an error message with the message text, "An entry is required in the {control}."
- At least one voucher must be added to batch. If not, the system will display an error message with the message text, "At least one voucher must be added to the batch."
- If the Date of Check control does not have a valid calendar date, the system will display an error message with the message text, "Invalid date entered."
- If the Date of Check control exceeds the current system date, the system will display an error message with the message text, "{control} must be equal to or less than today."
- If the Check Number is not valued with a number greater than zero, the system will display an error message with the message text, "{control} must be greater than zero."

- If the Amount Paid dollar amount is not greater than zero, the system will display an error message with the message text, "{control} must be greater than zero."
- If the Amount Paid does not equal the Total Payment, the system will display an error message with the message text, "The Amount Paid must equal the Total Payment in order to post the batch."

If any of the above edits fail the dialog will display an error message listing all failed edits and the batch will not be posted.

If all the edits pass the dialog will display the informational message: "Once this action is performed you will no longer be able to make any changes to the batch. Do you want to Proceed?" Responding yes to this message will update the status of the voucher to posted and dismiss the dialog. Responding no to this message will cancel the operation and return the user to the dialog.

25.3.2.8 Saving the Batch

Pressing the OK button will save the batch in its current state and dismiss the dialog. Prior to saving a batch a Vendor must be selected. (See Selecting a Vendor in this section). If a Vendor has not been provided the dialog will display an error message listing all failed edits and the batch will not be saved.

25.3.2.9 Data Map

Control	Table	Column
Batch ID	VoucherBatch	VoucherBatchId
Stamp Number	VoucherBatch	StampNumber
Vendor ID	VoucherBatch	VendorId
Status	VoucherBatch	StatusCd
Date Opened	VoucherBatch	DateOpened
Date Posted	VoucherBatch	DatePosted
Number of Vouchers	VoucherBatch	NumVouchers
Total Presentment	VoucherBatch	PresentmentAmt
Total Payment	VoucherBatch	PaidAmt

Date of Check	VoucherBatch	CheckDate
Check Number	VoucherBatch	CheckNumber
Amount Paid	VoucherBatch	CheckAmt

The items in the Voucher table are associated to the VoucherBatch table using the VoucherBatchId column.

Voucher List Column	Table	Column
Voucher No	VoucherReconcilation	SerialNo
Presentment Amt	VoucherReconcilation	PresentmentAmt
Amt to Pay	VoucherReconcilation	PaidAmt

The items in the Vouchers marked and posted will reflect the voucher as paid in the food instrument table.

	Table	Column
To post, find a valid match on ProgramCode = 0 (WIC), DeliverySystemType = 'V' (Voucher), and SerialNo	FoodInstrument	IssuedCode – set to 'P' (if paid)
	FoodInstrument	VendorID
	FoodInstrument	StampNumber
	FoodInstrument	PeerGroup (Vendor's Peer Group)
	FoodInstrument	PresentmentAmt – Do not overwrite the original presentment amount if the presentment amount is greater than zero. A food

	instrument can be presented for payment multiple times and be rejected multiple times. It has always been important to retain the original presentment when bank econciliation software can provide it.
FoodInstrument	PaidAmt
FoodInstrument	PaidDate
FoodInstrument	Rejected - Set to Y if any rows exist in the FoodInstrumentRejections table for this food instrument ID. Do not overwrite the N if updating an existing food instrument. Once it it is a 'Y' it is always a 'Y'.

The items in the Vouchers that are rejected and posted will reflect the rejected in the foodinstrumentrejection table. A new row is written to the food instrument rejection table each time a food instrument is presented for payment and rejected. A food instrument can be presented for payment multiple times.

Table	Column
FoodInstrumentRejection	FoodInstrumentID
FoodInstrumentRejection	RejectionDate
FoodInstrumentRejection	RejectionCode

25.4 Voucher

This dialog is used to allow the user to manage the information regarding a specific voucher. The dialog can be displayed in add, edit, or view mode.

- Add mode is used when adding a voucher to a batch. This mode is set when the user adds a voucher from the Batch dialog.
- Edit mode is used to edit a voucher that has already been added to a batch. This mode is set when the user edits a voucher from the Batch dialog.
- View mode is used when reviewing a voucher that has been added to a batch that is marked as posted. This mode is set when the user double clicks on a voucher while viewing a posted batch from the Batch dialog.
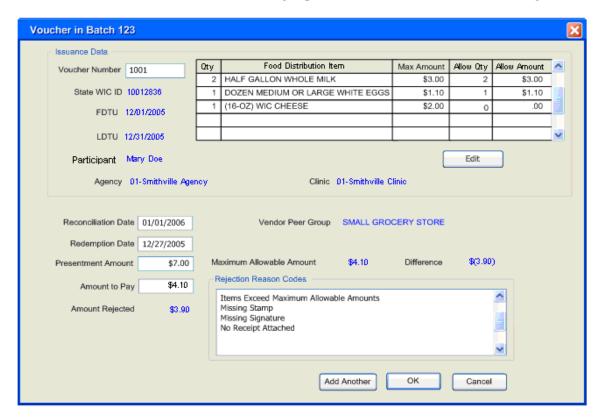

Figure 3 – Voucher Dialog

25.4.1 Controls

25.4.1.1 Voucher Number Text Box

This text box allows the user to enter the voucher number. The control accepts numeric values and has a maximum length of 8. Upon leaving the voucher number the system will retrieve the FoodInstrument and FoodInstrumentSet and fill in the StateWicId, the FDTU, LDTU, Agency, Clinic and Issuance Items List where the voucher number entered is equal to the Serial No and the ProgramCode=0 (WIC) and the DeliverySystemType=V.

25.4.1.2 State WIC ID Value Label

This control allows the user to view the state WIC id of the participant that was issued the voucher.

25.4.1.3 FDTU Value Label

This control allows the user to view the first date to use as indicated on the voucher FoodInstrumentSet. The date will be displayed using the MM/DD/YYYY format.

25.4.1.4 LDTU Value Label

This control allows the user to view the last date to use as indicated on the voucher FoodInstrumentSet. The date will be displayed using the MM/DD/YYYY format.

25.4.1.5 Issuance Items List Grid

The list has the following columns; Quantity, Food Distribution Item Description, and Max Amount, Allowed Quantity and Allowed Amount. This list displays the food distribution items from the FoodInstrumentItem table. The Quantity and Food Distribution Item Description are valued using the Food Instrument Item. The Max Amount column is valued using the maximum price for the food item in the PeerGroupFoodItem table for the vendor's peer group multiplied by the quantity. The Allowed Quantity is initially defaulted to the Quantity. The Allowed Amount equals the Max Amount multiplied by the Allowed Quantity. In edit mode, the Allowed Quantity and Allowed Amount are populated from the VoucherReconciliationItem table.

25.4.1.6 Edit [Allowed Quantity] Button

This button allows the user to edit the Allowed Quantity selected in the list using the Issuance Items dialog. This button is enabled when the Issuance Items List is filled with at least one item.

Upon Edit, the Allowed Quantity may be updated to a value that is between zero or equal to the Quantity of the Food Distribution Item Quantity. The Allowed Amount is then recalculated.

25.4.1.7 Participant Value Label

This control allows the user to view the name of the participant that was issued the voucher. It will display the member name from the using the StateWicId from the FoodInstrument.

25.4.1.8 Agency Value Label

This control allows the user to view the agency that issued the voucher. It will display the agency id and name for the Agency ID from with the voucher FoodInstrument.

25.4.1.9 Clinic Value Label

This control allows the user to select the clinic that issued the voucher. It will display the clinic id and name for the Agency ID associated from the voucher FoodInstrument.

25.4.1.10 Reconciliation Date Calendar Date

This calendar control allows the user to enter the reconciliation date for the voucher. The date will be displayed using the MM/DD/YYYY format.

25.4.1.11 Vendor Peer Group Value Label

This label displays the peer group assigned to the vendor who redeemed the batch of vouchers. The description will be filled with the description from the PEERGOUP table.

25.4.1.12 Redemption Date Calendar Date

This calendar control allows the user to enter the redemption date to use as indicated on the voucher. The date is displayed using the MM/DD/YYYY format.

25.4.1.13 Presentment Amount Text Box

This text box allows the user to enter the presentment amount as indicated on the voucher. The value is displayed using a currency format.

25.4.1.14 Maximum Allowable Amount Value Label

This label displays the total maximum amount of all the items listed in the voucher item list. The value is displayed using a currency format.

25.4.1.15 Difference Value Label

This label displays the value of the presentment amount less the maximum allowable amount. The value is displayed using a currency format.

25.4.1.16 Amount to Pay Text Box

This text box allows the user to enter the Amount to be paid to the vendor for this voucher. The value is displayed using a currency format.

25.4.1.17 Amount Rejected Value Label

This label displays the value of the presentment amount less the amount to be paid. The value is displayed using a currency format.

25.4.1.18 Rejection Reason Codes List Box

This multiple selection list allows the user to designate the reasons why full or partial payment is being rejected. This list is enabled when the Amount Rejected is greater than zero. The Rejection Reason Codes list is populated using the descriptions from the ReferenceDictionary category 'RSNBANKREJ' table.   In edit mode, the existing selections in the VoucherReconcilationRejection table will be matched, preselected and highlighted.

25.4.1.19 Add Another Button

This button allows the user to save the current voucher information, (See Saving the Voucher in the processing section below), and add another voucher without leaving the dialog. Once the current voucher information is saved the dialog is reset (See Initializing the Interface in the processing section below.). This button is always enabled.

25.4.1.20 OK Button

This button allows the user to save the current voucher information (See Saving the Voucher in the processing section below) and dismiss the dialog. This button is always enabled.

25.4.1.21 Cancel

This button allows the user to dismiss the dialog without saving any changes. This button is always enabled.

25.4.2 Processing

25.4.2.1 Initializing the Interface

The interface can be displayed in add, edit, or view mode. The following actions occur while initializing the dialog:

- All controls are cleared.
- The Vendor Peer Group list is populated using the PEERGROUP table.
- The Rejection Reason Codes list is populated using the descriptions from the ReferenceDictionary category 'RSNBANKREJ' table.
- All buttons are enabled.
- In add mode
    - The reconciliation date is set to the current system date.
    - The focus is placed on the voucher number control.
- In edit mode
    - The controls are set accordingly. (See the Data Map section below for a detailed description of the data mapping)
    - The voucher number control is locked.

> - o If the issuance data was used when the voucher was
>   originally added to the batch the issuance data and vendor
>   peer group controls are locked.
> - In view mode
>   - o The controls are set accordingly. (See the Data Map section
>   below for a detailed description of the data mapping)
>   - o All controls are locked.
>   - o The Cancel button is enabled. All other buttons are
>   disabled.

25.4.2.2 Entering a Voucher Number

Upon the voucher number control losing focus, the dialog attempts to
locate the issuance data for the specified voucher number.

- If the issuance data is located and is not already associated with a
  batch the issuance data and vendor peer group are automatically
  set and the corresponding controls are locked.
- If the issuance data is located but is already associated with
  another batch the dialog displays the error message: "Voucher is
  already included in batch [999] and cannot be added to this batch."
  (Note that [999] is replaced with the appropriate batch id.). Upon
  dismissing the error message, focus is returned to the voucher
  number control and the value is selected.
- If the issuance data is not located then the dialog displays the
  following message: "Issuance data cannot be located for the
  specified voucher number." This data will need to be set aside for
  another batch. This data may be on a PC that has been checked
  out to a clinic and needs to be checked in before the voucher can be
  reconciled.

25.4.2.3 Editing an Issuance Item

Pressing the Edit button will display the Edit Quantity Allowed dialog
allowing the user to edit the Allow Quantity for the selected item in the
Issuance Items list dialog. Upon returning from Issuance Items grid is
refreshed.

25.4.2.4 Saving the Voucher

The process of saving a voucher occurs when the user presses the OK
button, or the Add Another button. Prior to saving the voucher
information following edits are performed:

- Reject the voucher if the food instrument has already been paid.
- If a reject code is selected the allowed quantities must all be zero.
- The voucher number control must be valued
- The State WIC ID control must be valued with a valid State WIC
  ID
- The FDTU control must be valued with a valid calendar date
- The LDTU control must be valued with a valid calendar date

- The reconciliation date control must be valued with a valid calendar date
- The redemption date control must be valued with a valid calendar date
- The presentment amount must be valued with a dollar amount greater then zero to record a payment.
- The amount to pay must be valued with a dollar amount greater then zero.
- If the amount rejected is greater than zero then at least one rejection reason must be selected.

If any of these edits fail, the dialog will display an error message listing all of the failed edits and save operation will be cancelled. Once the message is dismissed the user will be returned to the dialog to correct the errors.

If the voucher is being added to the batch the dialog compares the redemption date to the first date to use and last date to use. If the redemption date falls outside this date range the dialog displays the Invalid Redemption Date prompting the user to enter a security code in order to allow the voucher to be added to the batch. If the security code is not provided the save operation is cancelled, an error message is displayed: "Unable to add voucher to the batch. The redemption date must fall between the first date to use and last date to use.", and the save operation is cancelled. At this point the user can elect to modify the voucher data, retry the operation, or cancel adding the voucher.

Once all the edits are passed, the voucher is saved. (See the Data Map section below for a detailed description of the data mapping)

25.4.2.5 Data Maps

Control	Table	Column
Batch ID	VoucherReconcilation	VoucherBatchId (use keycode next value)
Voucher Number	VoucherReconcilation	SerialNo
Reconciliation Date	VoucherReconcilation	DateReconciled
Redemption Date	VoucherReconcilation	DateRedeemed
Presentment Amount	VoucherReconcilation	PresentmentAmt
Amount to Pay	VoucherReconcilation	PaidAmt

Voucher Reconcilation Item List Column	Table	Column
	VoucherReconcilationItem	VoucherReconciliationId (use keycode next value)
Food Distribution Item	VoucherReconcilationitem	DistributionItemID
Allow Quantity	VoucherReconcilationItem	ItemQuantityAllowed
Allow Amount	VoucherReconcilationItem	AmtAllowed

Voucher Reconciliation Rejection	Table	Column
ReconciliationDate	VoucherReconcilationItem	RejectionDate = ReconciliationDate
Rejection Reason	VoucherReconcilationitem	RejectionCode

25.5 Invalid Redemption Date

This dialog is used to prompt the user for the security code required to allow a voucher that has been redeemed either before the first date to use or after the last date to use to be added to the batch. This dialog is displayed from the Voucher dialog while attempting the save a voucher that has a redemption date that is either before the first date to use or after the last date to use of the voucher.

Error! Objects cannot be created from editing field codes.

Figure 4 – Invalid Redemption Date Dialog

25.5.1 Controls

25.5.1.1 Security Code

This text box allows the user to enter the security code that is required in order to allow payment for a voucher that has been redeemed either before the first date to use or after the last date to use. The control accepts alphanumeric values and has a maximum length of 4. The display is masked so the code value cannot be seen.

25.5.1.2 OK

This button validates security code. (See Validating the Security Code in the processing section) If the security code is valid then the dialog is dismissed and the voucher is added to the batch.

25.5.1.3 Cancel

This button dismisses the dialog.

25.5.2 Processes

25.5.2.1 Initializing the Interface

The following actions occur while initializing the dialog:

- The security code control is cleared
- The ok and cancel buttons are enabled.

25.5.2.2 Validating the Security Code

Upon pressing the OK button the value entered in the security code control is verified against the VOUCHER_SEC_CODE value in the REFERENCEDICTIONARY table in the database. If the value and the code match then the dialog is dismissed and the voucher is added to the batch. If the value and the code do not match then the error message: "Invalid security code. Please try again." is displayed. Upon dismissing the message the dialog places focus on the security code control and selects the value in the control.

25.6 Edit Quantity Allowed

The Edit Quantity Allowed dialog is used to edit the quantity allowed for the selected voucher issuance food distribution item. It is invoked by pressing the edit button on the Voucher dialog.

Figure 5 – Edit Quantity Allowed Dialog

25.6.1 Controls

25.6.1.1 Food Distribution Item value label

This control contains the selected food distribution item description.

25.6.1.2 Quantity Issued

The quantity issued text box allows the user to view the quantity of the food distribution item issued on the voucher.

25.6.1.3 Quantity Allowed

This text box allows the user to enter the quantity of the food distribution item that will be allowed for payment. The control accepts numeric values and has a maximum length of 3. The value entered cannot exceed the quantity issued. The value will default to zero.

25.6.1.4 OK

This button dismisses the dialog and returns the quantity allowed to the Voucher dialog.

25.6.1.5 Cancel

This button dismisses the dialog

25.6.2 Processes

25.6.2.1 Initializing the Interface

This dialog can be displayed in add or edit mode. The following actions occur during initialization:

- The food distribution item is populated the description passed in from the selection on the voucher dialog.
- The quantity issued is populated the description passed in from the selection on the voucher dialog.
- The OK and Cancel buttons are enabled

25.6.2.2 Saving the Quantity Allowed

Pressing the OK button returns the quantity allowed to the voucher dialog. Prior to saving the item the following edits are performed:

- The quantity allowed cannot exceed the quantity issued.

If any of these edits fail, the dialog will display an error message listing all of the failed edits and save operation will be cancelled. Once the message is dismissed the user will be returned to the dialog to correct the errors.